OCFO BULLETIN

From the Desk of

EDMUNDO A. GONZALES
Chief Financial Officer

I would like to announce two new financial management tools developed by the OCFO which were recently completed: the Capitalized Asset Tracking and Reporting System (CATARS) available to the Department's asset managers for the tracking of capitalized assets and the consolidated Leave Transfer and Leave Bank Program of the Leave Processing System available to the Worklife Center of the Office of Human Resources in the National Office for operating the Department's Leave Bank and Voluntary Leave Transfer programs.

The CATARS, which replaces the stand alone Capitalized Assets Management System (CAMS), is a DOLAR$ subsystem which is fully integrated with the DOLAR$ core accounting system. This means that all Department purchases which are recorded in DOLAR$ as capitalized assets will automatically be loaded into CATARS, carrying much of the required information about the asset along with it. Donations, transfers, trade-ins, and disposals can be processed in CATARS, and the appropriate accounting transactions regarding these actions will be bridged back to DOLAR$. Depreciation amounts will also be calculated in CATARS and bridged to DOLAR$. The subsystem also generates a full range of management reports. We think this new DOLAR$ subsystem will provide the financial information necessary to effectively manage capitalized assets throughout the Department.

We would like especially to thank the Department's Capitalized Assets Management Officers (CAMOs) for their hard work under compressed time frames as all FY 1995 activity had to be processed in only a few months time at the end of the fiscal year. They were very cooperative with the Capitalized Asset System Team (CAST) in accomplishing our mutual goals. The CAST deserves a thank you for their hard work in gathering functional requirements, coordinating with the CAMOs, and testing and implementing the system. Members of the CAST were: Barbara Alexander, who was Project Leader, Anita Byrd, Terry Hannan, Adolphus Hawkes, and Greg James. Joe Baines, Jeff Glovier, Boris Knizhnik, and Nhuong Nguyen were the programming staff. Jim Brown and John Oberzut were the project's co-managers.

A new Leave Bank System was developed within the Leave Processing System (LPS) and consolidated with the existing Leave Transfer process of LPS. With this consolidation, processing responsibility for the Department's Leave Transfer program has been transferred from the regional payroll offices to the Worklife Center. The new Leave Bank was officially implemented in the National Office in pay period 3 and is also operated by the Worklife Center. The new Leave Bank System provides the Worklife Center with an on-line method of collecting, sorting, distributing, and reporting Leave Bank and Leave Transfer hours. The introduction of the automated procedures eliminates the need for each servicing payroll office to keep paper records on employee activities in both programs. The system, also, generates a "Leave Transfer Report" for the servicing payroll offices showing when a donor's and recipient's leave records have been adjusted.

OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)

EVENTS CALENDAR

FY 1995 FACTS/CFS PROCESSING TIMELINE

02/17/96   Begin Federal Agencies' Centralized Trial-Balance System (FACTS)/Consolidated Financial Statement (CFS) process.

02/22-23/96   Complete and process FACTS adjusting journal entries (AJEs) and generate DOLAR$ reports.

02/24-25/96   Prepare and process FACTS AJE corrections.

02/26/96   Generate DOLAR$ reports.

02/28/96   Complete FACTS Adjusted Trial Balance (ATB) and Notes.

02/29/96   Transmit FACTS ATB and Notes to Treasury via GOALS.

03/01/96   Treasury due date for FACTS/CFS.

DOLAR$

02/26/96   February 1996 WCF Cycle

REGIONAL TELECONFERENCE SCHEDULE
Date   Day   Time
03/06/96   Wednesday   2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. **Twenty-seven Pay Periods for 1996**. January 1, 1997, is the scheduled pay day for the pay period ending December 21, 1996. Because this is a legal holiday, the official pay day will be moved up one day to December 31, 1996. This will result in 27 pay periods for the 1996 pay year. The official pay day for pay period 1 of the 1997 pay year will be January 15, 1997. The 1997 pay year will have 26 pay periods. This has no affect on the 1996 leave year, which ends on January 6, 1997.

    Unfortunately, we did not realize that the pay period ending December 21, 1996, would be paid as part of the current pay year until after the Employee Time and Leave Record - 1996, DL Form 1-1078 was printed. Thus, the DL 1-1078 reflects this pay period as Pay Period 1 of pay year 1997 and reflects the pay period ending January 2, 1997, as pay period 2 of pay year 1997. These pay periods should be pay period 27 of pay year 1996 and pay period 1 of pay year 1997, respectively. Rather than rerun these forms, please have your timekeepers make the change on the forms.

    Also, pay period 27 was omitted from the Schedule of Salary Payments (1996) previously distributed.

2. **Quarter Hour Increments for all Leave**. Leave may now be earned and used in 1/4 hour increments. Beginning with pay period 3, January 7, 1996, the payroll system was modified to allow employees to take leave in 1/4 hour increments. The system was also modified to allow employees to record compensatory time earned in 1/4 hour increments.

3. **Leave Bank Processing** Employees who elected to be part of the Leave Bank Program had their leave donation deducted from their annual leave balances during pay period 3. Each employee who had leave deducted from their account was notified that the deduction had taken place.

4. **Employee Benefits Statements**. The data for the Employee Benefits Statements has been delivered to the contractor. We expect employees to begin receiving their reports by the middle of March.

5. **Furlough Reports**. The Furlough Reports (reflecting time and attendance during the furlough) for the pay period 1 supplemental are still being received in the Division of Compensation and Benefits. We can not begin the process for restoring forfeited leave until we complete the pay period 1 supplemental adjustment to the payroll system. We expect to have the process completed shortly.

6. **ECS Delegations**. The Department of the Treasury is requiring all new delegations for designating officials, certifying officers and staff who use their Electronic Certification System (ECS). We are in the process of getting the redelegations for designating officials. Once this is accomplished, designating officials can redesignate certifying officers and staff who use the ECS.

7. **CATARS Update**. A reconciliation between DOLAR$ and CATARS has been completed by the Division of Financial Statements, OCFO. CATARS and DOLAR$ are in balance. The OIG is also auditing the system. When we receive their results, which we expect this month, CATARS will be made available for FY 96 processing. System availability and production schedules will be issued at that time. Desktop procedures and guidance for processing capitalized assets (there is a new threshold) will be published in the near future.

8. **Soliciting Suggestions for T&A Processing**. We continue to explore means for improving the processing of Time and Attendance (T&A) information. We have automated some processes on a limited basis and are seeking additional ways to reduce the paper workload for timekeepers, supervisors and payroll offices. If you have any suggestions for changing or improving the way T&A is processed, please call or E-Mail Patricia Justman, (202) 219-5137, or Tony Amadeo, (202) 219-8184. We would like to receive as much information as possible by the end of February for inclusion in the design of an expanded automated time and attendance system.

DOLAR$ AVAILABILITY SCHEDULE
February 16, 1996, through March 31, 1996

Following are the dates and hours that DOLAR$ will be available from February 16, 1996, through March 31, 1996. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Norman Perkins on (202) 219-8314.

Friday	February 16	**8:00 a.m. to 3:00 p.m.**
Saturday	February 17	System Closed
Sunday	February 18	System Closed
Monday	February 19	System Closed
Tuesday	February 20	8:00 a.m. to 8:00 p.m.
Wednesday	February 21	8:00 a.m. to 8:00 p.m.
Thursday	February 22	8:00 a.m. to 8:00 p.m.
Friday	February 23	8:00 a.m. to 8:00 p.m.
Saturday	February 24	System Closed
Sunday	February 25	System Closed
Monday	February 26	8:00 a.m. to 8:00 p.m.
Tuesday	February 27	8:00 a.m. to 8:00 p.m.
Wednesday	February 28	8:00 a.m. to 8:00 p.m.
Thursday	February 29	8:00 a.m. to 8:00 p.m.
Friday	March 1	8:00 a.m. to 8:00 p.m.
Saturday	March 2	System Closed
Sunday	March 3	System Closed
Monday	March 4	8:00 a.m. to 8:00 p.m.
Tuesday	March 5	8:00 a.m. to 8:00 p.m.
Wednesday	March 6	8:00 a.m. to 8:00 p.m.
Thursday	March 7	8:00 a.m. to 8:00 p.m.
Friday	March 8	8:00 a.m. to 8:00 p.m.
Saturday	March 9	System Closed
Sunday	March 10	System Closed
Monday	March 11	8:00 a.m. to 8:00 p.m.
Tuesday	March 12	8:00 a.m. to 8:00 p.m.
Wednesday	March 13	8:00 a.m. to 8:00 p.m.
Thursday	March 14	8:00 a.m. to 8:00 p.m.
Friday	March 15	8:00 a.m. to 8:00 p.m.
Saturday	March 16	System Closed
Sunday	March 17	System Closed
Monday	March 18	8:00 a.m. to 8:00 p.m.
Tuesday	March 19	8:00 a.m. to 8:00 p.m.
Wednesday	March 20	8:00 a.m. to 8:00 p.m.
Thursday	March 21	8:00 a.m. to 8:00 p.m.
Friday	March 22	8:00 a.m. to 8:00 p.m.
Saturday	March 23	System Closed
Sunday	March 24	System Closed
Monday	March 25	8:00 a.m. to 8:00 p.m.
Tuesday	March 26	8:00 a.m. to 8:00 p.m.
Wednesday	March 27	8:00 a.m. to 8:00 p.m.
Thursday	March 28	8:00 a.m. to 8:00 p.m.

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Friday	March 29	8:00 a.m. to 8:00 p.m.
Saturday	March 30	System Closed
Sunday	March 31	System Closed